



Sr. Francis Xavier Catholic Primary School

Intimate Care Policy 2024 2025

Approved by: C.A.Cullen **Date:** 1st September 2025

Last reviewed: September 2025

Next review due by: 1st September 2026

INTRODUCTION:

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

Here at St Francis Xavier Catholic Primary School and Nursery, we understand that children are at different developmental stages and unless there are any medical or developmental reasons why this would not be appropriate, we work in partnership with parents to support children towards independent toilet training.

As a school, we aim to be inclusive to all children and consider the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support of adults.

The policy will be used when supporting children requiring nappy changing and other related personal care tasks. This Intimate Care Policy has been developed to safeguard children, support staff and ensure best practice is followed. At St Francis Xavier Catholic Primary School and Nursery all staff are checked with the Disclosure and Barring Service (DBS) and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and caring manner at all times. We believe that the intimate care of children cannot be separated from other aspects of their learning and development and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when intimate care is given and will ensure that procedures followed, comply with the legal requirements of the Early Years Foundation Stage Statutory Framework.

At every stage the child should be treated with dignity in recognition that they are a child of God and in response to our vocation to care for him/her.

AIMS:

- Safeguard the rights and promote the welfare of all children and young people including those who may be more vulnerable to abuse.
- Provide guidance and reassurance to staff whose duties may include intimate care.
- Assure parents and carers that staff are knowledgeable about personal care and that their child's individual needs and concerns are taken into consideration.
- Remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

OUR APPROACH TO BEST PRACTICE:

Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

We will work with parents of a child who requires intimate care to establish a preferred procedure for supporting the child.

Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care, ensuring that the child's key-person and at least one other member of staff accesses the training.

Staff members who are known to the child will take on that responsibility for changing children. The staff member who is involved will always ask the child for permission to assist them. The child will be supported to achieve the highest level of autonomy and independence that is possible given their age and ability. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. It is the parent's responsibility to provide nappies, disposal bags, wipes, changing mat.

WORKING WITH PARENTS:

We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is gained from parents as is prior permission (see Appendix 1). We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents.

Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met.

When any intimate care is carried out on children with individual care plans, it will be recorded on their own personal record (see appendix 2). All information concerning intimate care procedures is recorded and stored securely.

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same day. On the rare occasion that a child is soiled to a point where they are unable to clean themselves to a comfortable state, parents would be contacted immediately so that the child could be taken home for bathing.

THE PROTECTION OF CHILDREN:

Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding to build their confidence and assertiveness about their own body and its worth. Confident and assertive children who feel their body belongs to them are less vulnerable to abuse.

If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will follow our safeguarding procedures.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

If a child makes an allegation against a member of staff, all necessary procedures will be followed. (See Safeguarding and Child Protection Policy and Procedures)

ALLEGATIONS OF ABUSE:

Personnel working in intimate situations with children can feel particularly vulnerable. This school policy can help to reassure both staff involved and the parents of vulnerable children. Action will be taken immediately should there be a discrepancy of reports between a child and the personal assistant. Where there is an allegation of abuse, the guidelines in the Child Protection procedures will be followed.

BASIC PRINCIPLES:

At St Francis Xavier Catholic Primary School and Nursery, staff will follow key principles when changing a child's nappy:

- Children have the right to feel safe and secure

- Children will be respected and valued as individuals
- Children have the right to privacy/dignity
- In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures.

To ensure children are comfortable and happy, nappies will be checked at regular intervals and promptly changed when required (i.e. when wet or soiled).

HEALTH AND SAFETY:

Guidelines for Changing Children

- If possible, children should be changed standing up to avoid staff lifting children. If this is not possible, a changing mat should be used on the floor of the disabled toilet.
- The child's skin should be cleaned with a disposable wipe.
- Nappy creams/lotions should be labelled with the child's name and used only if prescribed for that child (by their parents) they must not be shared.
- Disposable gloves should be worn when changing nappies. The nappy should be folded inward to cover faecal material and double wrapped in a nappy bag. Soiled nappies should be disposed of into the bin provided. The disposal bin should be lined and emptied daily, replacing the used bin liner.
- Any soiled or damp clothing should be placed in a plastic carrier bag in the bin provided in the hygiene suite.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.
- Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of via domestic waste.
- Hands should be thoroughly washed afterwards.
- Complete the intimate care record.

POLICIES:

These guidelines should be read in conjunction with policies:

- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Administering Medicine Policy
- Complaints Policy

The Local Governing Board reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

COMMITMENT TO EQUALITY:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This policy has been approved and adopted by St Francis Xavier Catholic Primary School and Nursery on 1st September 2025 and will be reviewed in September 2026.

Signed by the Chair of the Local Governing Body for St Francis Xavier Catholic Primary School and Nursery:

Ms Carol Anne Cullen

Signed by the Principal for St Francis Xavier Catholic Primary School and Nursery:

Miss Laura Marshall



St Francis Xavier Catholic Primary School and Nursery

Nappy Changing, Pull-Up and Pants:

Clothes Changing Agreement

In order to best meet the needs of your children when they are with us we would like to set up an individual agreement between parents/carers and the school with regard to intimate care. Intimate care is any care which involves washing, touching or carrying out an invasive procedure which children are unable to do for themselves, arising from the child's stage of development. Intimate care may involve helping with drinking, eating, dressing, toileting or comforting. In most cases at school intimate care will involve procedures to do with personal hygiene. Staff at St Francis Xavier Catholic Primary School and Nursery, providing intimate care are aware of the need to adhere to best Child Protection practice in order to minimise the risks for both children and themselves. All staff are supported and trained so that they feel confident in their practice.

Name of Child: _____

- I have read the responsibilities and procedures outlined in this policy and risk assessment.
- I understand that if the child cannot be wiped/cleaned, it may be necessary to call the parents to collect the child.
- I understand I will be informed at the end of the day if and when my child has been changed and the reason/action needed.
- I understand if my child has diarrhoea I will be contacted to collect them from school/nursery.
- I give permission to St Francis Xavier Catholic Primary School and Nursery to provide appropriate intimate care to my child.
- I understand that this will be carried out by a member of staff from St Francis Xavier Catholic Primary School and Nursery.
- I understand that staff of St Francis Xavier Catholic Primary School and Nursery have a duty of care to report any concerns they may have under our safeguarding policy.

Signed: _____ (Parent/Carer)

Date: _____

Appendix 2

TOILET TRAINING/CHANGING RECORD

(To be completed after each 'intimate care' activity)

Child's Name _____

D.O.B. _____

[illegible]